

Ruby Valley Swimming Pool

Job Description

Job Title: **Pool Manager**

GENERAL FUNCTION

Oversees all aspects of daily operation of the pool. Supervises and schedules staff. Maintains safe swimming conditions in the pool, deck, and surrounding areas. Communicates with Sheridan Area Park District member of Pool Advisory Committee.

ENTRY REQUIREMENTS

1. 18 years of age or older.
2. United States Citizen
3. Supervisory experience.
4. Meet minimal background check requirements.

JOB REQUIREMENTS

1. Ability to relate to people in a positive, but firm manner.
2. Ability to effectively supervise lifeguards and cage personnel.
3. Willing to obtain current state approved first-aid certification.
4. Willing to obtain CPR for the Professional Rescuer.
5. Willing to obtain or maintain current Lifeguard certification.
6. Ability to maintain certification-level of physical and mental readiness.
7. Possesses mature judgment and sound decision-making.
8. Ability to relate to people in a positive, but firm manner.
9. Must be observant, safety conscious and able to react calmly and quickly in an emergency.

PRINCIPAL ACTIVITIES

- 1) Responsible for overall safety at the pool for the public and staff.
- 2) Supervises Lifeguards including;
 - i) -Training of personnel according to RVSP policies and procedures.
 - ii) -Scheduling staff, swim lessons and other RVSP programs.
 - iii) -Disciplining when necessary in accordance with RVSP policies and procedures and documenting disciplinary incidents.
- 3) Supervises Cage personnel including;
 - i) -Staff training in accordance with the RVSP policies and procedures.
 - ii) -Scheduling staff/volunteers.
 - iii) -Disciplining when necessary in accordance with RVSP policies and procedures and documenting disciplinary incidents.
- 4) Conducting performance reviews for all staff in accordance with RVSP policies and procedures.
- 5) Collects timecards, conveys them to the bookkeeper and distributes pay checks in a timely manner.
- 6) Communicates regularly with maintenance personnel.
 - i) -Monitors condition of RVSP facility and any need for special maintenance or repair.
 - ii) -Coordinates repairs of facility as needed.
- 7) Recommends purchases of equipment as needed.

- 8) Monitors inventory of all necessary supplies including chemicals
 - i) -orders as needed.
- 9) Coordinates and schedules swim lessons and water aerobics.
- 10) Works with Cage personnel and PAC to organize and implement special pool activities.
- 11) Responsible for accurate records of pool chemical readings and water temperature.
 - i) Maintains the levels and temperature in accordance with RVSP policies and procedures.
- 12) Oversees log book assuring records are kept in accordance with RVSP policies and procedures.
- 13) Works shifts as a lifeguard, swim instructor and cage person.
- 14) Maintains confidentiality regarding all pool matters.
- 15) Understands and carries out oral and written instructions.